

Exhibition Convener Conditions

World Water Week

Exhibition proposals – guidelines and information

Exhibiting at World Water Week allows you to develop or enhance your brand, engage with water and development decision-makers and present your organization's water and environment-related work.

The exhibition plays an essential role in offering networking opportunities to participants. We also offer the opportunity to organize cocktail receptions in connection with your stand area. The exhibition's purpose is to share water-related knowledge and experience with participants.

The exhibition area will be located across all floors at the venue, in both Folkets Hus and Norra Latin, where sessions will be held and lunch & coffee will be served.

Exhibition Theme and Format

SIWI welcomes all exhibitors to share water-related knowledge and experience with participants. Please note that this is a non-commercial exhibition and sales of products is not allowed.

Proposals should be text only, include no graphics and be submitted through the online system in the following format:

- Category (Select the theme of your proposal)
- Name of booth * (max. 10 words)
- Summary of booth* small description of your organisation (no more than 50 words)
- Convenors of the Exhibition*
- Booth description* (max. 200 words)
- Tags* (max. 5 tags)
- Preferred size (6sqm/10sqm/free build (minimum 18sqm))
- Additional comments

*Will be published on the programme website if the Exhibition is accepted.

Exhibition selection criteria

SIWI welcomes all water and development organizations and will design the exhibition after review. The following criteria will guide the selection:

- New thinking, findings or approaches: the focus on current debates and the generation of new ideas and solutions, including learning from failure.
- Project or organization focus: with the purpose to promote a particular project (i.e. tool, report, network...) or the work of an organization
- Non- commercial exhibition

Creating the exhibition for World Water Week is no easy task. When selecting exhibitors, other parameters are also considered, for example:

- How many proposals have we received in total and how much capacity do we have?
- How do the selected proposals complement each other and contribute to a breadth of exhibitors?

- Is the proposal innovative or does it bring in a new perspective?
- Golden standard: does the exhibitor follow SIWI's recommendations for a paperless conference

Fees for Exhibition

Standard **SEK 23,000** excl. VAT (approximately EUR 2 218)
(6sqm floor area (1000mm + 3000mm + 1000mm))

Double Booth **SEK 43,000** excl. VAT (approximately EUR 4 147)
(10sqm floor area (1000mm + 5000mm + 1000mm))

Free build spaces – minimum 18sqm = **SEK 2 000/sqm** excl. VAT

Exchange rate from November 2017.

Included in fee

Logistics

- Shell scheme stand
- White laminated back and side walls (height 2500mm, width 1000mm)
- Fascia/Name board with organisation name (for standard stands only)
- Electricity (1 power European socket with 230V, 10A and max 2000W)
- Three or five spotlights 150W
- One or two bar tables (one for standard stand, two for double stand)
- One to two bar stools (one for standard stand, two for double stand)
- Blue carpet 6 sqm or 12 sqm
- Daily cleaning
- Lunch
- Coffee during breaks
- Possibility to attend selected social events (Welcome reception and Mingle and Dance)
- Two exhibitor badge* per standard stand (three badges per double stand and five badges with Free build space) which entitles you to occupy the stand for the week (will be handed out on site). Additional exhibitor badges can be purchased.
- Free build space (5 badges) with blue carpet and electricity (power European socket with 230V, 10A and max 2000W)

*Badges are personal and non-transferable

Marketing

- Inclusion in list of exhibitors (World Water Week app)
- Dedicated exhibitors webpage on the World Water Week Programme website
- Access to the World Water Week app
- World Water Week logo, texts and advisory support for your marketing

NOT included in the fee

- World Water Week registration fee to enter into sessions
- Catering

Allocation of exhibition stands

SIWI retains the right to determine the most appropriate location for stands depending on how size and shape fit the venue premises and fire regulations. Pre bookings from recurrent exhibitors from previous year will be considered.

Terms of payment and invoicing information

Fees for exhibition stands will be invoiced by end of July 2018. Remaining costs such as food and technical orders will be invoiced by end of October 2018, after World Water Week.

Invoicing information that are not stated correctly in the exhibition request form and needs to be changed after the invoice has been produced will be charged a SEK 700 administrative fee. Invoices that are not paid on time will be charged 1% delay interest per month.

VAT Information

For Swedish organizations/companies 25% VAT will be added to all prices.

For organizations/companies within the EU, please specify your VAT number if applicable. Organisations/companies outside the EU region are exempt from VAT.

Cancellation policy

Should you cancel your exhibition between 30 April and 30 June 2018, you will be refunded 50% of the showcase fee.

Cancellations after 1 July 2018, no refunds will be made.

Tasks and deadlines for convenors

Task	Deadline
Submit Exhibition proposal	30 April 2018
Update detailed description and relevant background documentation programme website	On-going from May 2018
Submit signed convenor contract.	15 May 2018
Update invoicing information and media contact in the programme website	31 May 2018
Update exhibition information in the programme website for the mini programme	30 June 2018
Early-bird registration discount ends	30 June 2018
Invoices for exhibition fees are sent out	End of July 2018
Additional technical and catering orders deadline	15 August 2018
World Water Week	26-31 August 2018
Submit conclusion of your exhibition	31 October 2018
Invoices for late technical orders and catering are sent out	End of October 2018

Other Information

Convenor contract

The signed convenor contract is binding agreement between SIWI and the convenor, and has to be submitted by 15 May 2018.

Registration for World Water Week

It is the responsibility of the exhibitor to ensure that officials, including themselves register for the World Water Week. Anyone attending the World Water Week needs to be registered to enter the venue. Two exhibitor badge* per standard stand (three badges per double stand and five badges with Free build space) is included, which entitles you to occupy the stand for the week (will be handed out on site). Additional exhibitor badges can be purchased. Details for registration can be found on our website www.worldwaterweek.org

*Badges are personal and non-transferable

Promotion of your exhibition booth

Your exhibition booth is competing with other exhibitors for onsite visitors. We stress the importance for convenors to inform their networks and actively promote their exhibition.

Using your personal information

Personal information which you supply to us may be used for the following purposes:

- To contact you regarding your proposal if your proposal is accepted

We will not disclose personal information to anyone outside SIWI except if required to do so by law.

You have the right to request information concerning personal data about you that is processed by SIWI. To receive this information, you must submit a signed request to SIWI by mail to the address indicated below. You are also entitled to request correction, blocking or erasure of data if you believe that SIWI has processed your personal data incorrectly.

For further information on your rights, how your information is used and how we maintain the security of your information, please contact siwi@siwi.org or write to the address below.

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